

UNAPPROVED MINUTES

Vermont Board of Funeral Service
National Life Building North Fl 2,
Montpelier, VT 05620-3402

March 13, 2012
8:30 a.m. – Curriculum Committee
9:00AM – Board Meeting

Board Members present: Lyndon Mann, Peter Beck, Larry Gile and Mary Alice Bisbee

Board Member absent: Robert Covey

Staff Attending: Terry Gray, Unit Administrator; Aprille Morrison, Administrative Assistant; Colin Benjamin, Board Counsel; Carla Preston, Case Manager, and Daniel Vincent, OPR Inspector

Visitors: Lisa Carlson and Stephen C. Gregory

1. Meeting called to order at 9:00 am by Chairman Mann.
2. Mr. Gile made a motion to approve the minutes from the January 10, 2012 meeting, seconded by Ms. Bisbee. The motion passed unanimously. Mr. Beck abstained from voting as he was not in attendance at the January 10, 2012 meeting.

Mr. Beck made a motion to approve the minutes from the February 13, 2012 telephone conference meeting, seconded by Mr. Gile. The motion passed unanimously.

3. Report of Concluded Investigation

A report of concluded investigation was presented to the Board in the matter of case number 2010-547. Mr. Gile made a motion to accept the report of concluded investigation, seconded by Mr. Beck. The motion passed unanimously.

4. Case Manager Report:

Mrs. Preston reported there are currently six (6) cases pending for the Funeral Service Board. One (1) was awaiting the report of concluded investigation presented at this meeting, three (3) are awaiting further investigation and two (2) are pending charges being filed.

5. **Discussion:**

- A. Education Committee Report – Mr. Gile reported to the Board that between phone conferences and in face meetings the Committee members were able to review all pending education approval requests. Aprille will be sending out the notices to the providers and updating the website shortly.
- B. Inspection Report – Daniel Vincent – Mr. Vincent informed the Board that he had completed six (6) inspections since the last January Board meeting. Of the six (6) there were three (3) that were sent letters stating deficiencies that needed to be met. Of the three (2) two responded and Mr. Vincent presented the Board with an outline of the deficiencies noted. The Board reviewed Mr. Vincent's documentation. Mr. Vincent informed the Board of his own policy regarding reinspection of funeral establishments that have deficiencies on an initial inspection. He works to reinspect these homes within a year of that initial date. Mr. Gile asked Mr. Vincent if he would notify the Board regarding inspections on establishments that have changed ownership. Mr. Vincent informed the Board that he had not been notified of any of these changes as of yet. Mr. Gile made a motion to add to the May Board agenda a discussion item to review the change of ownership procedures involving establishment licensure. The motion was seconded by Mr. Beck and approved unanimously.
- C. Waiver Provision under the Pre-Need Contract – Colin Benjamin and Daniel Vincent – Mr. Vincent presented the Board with a question on the pre-need contracts. There appears to be a discrepancy between the recommended contract and Administrative Law and Rule. Mr. Beck made a motion to add the review of the pre-need contract at the May Board meeting and discuss the questionable item at that time. The motion was seconded by Ms. Bisbee. The motion passed unanimously.

6. **Public Comments:**

- A. Stephen C. Gregory addressed the Board for clarification regarding the crematory establishment his son is currently working on opening. Mrs. Gray assisted Mr. Gregory with the clarifications.
 - B. Lisa Carlson informed the Board that a House committee will be addressing the Proposed Legislative Bill on Green Funerals on 3/14/12.
7. Mr. Gile made a motion to adjourn, seconded by Ms. Bisbee. The motion passed unanimously and the meeting was adjourned at 10:27 am.
8. Next Meeting –
May 8, 2012

Respectfully Submitted,
Aprille Morrison, Administrative Assistant

